

DOCUMENT RESUME

ED 429 195

CE 078 442

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 TITLE Fields of Training. Manual.
 INSTITUTION European Centre for the Development of Vocational Training, Thessaloniki (Greece).
 ISBN ISBN-92-828-6345-X
 PUB DATE 1999-01-00
 NOTE 47p.
 PUB TYPE Guides - Non-Classroom (055)
 EDRS PRICE MF01/PC02 Plus Postage.
 DESCRIPTORS Classification; Definitions; *Educational Objectives; Foreign Countries; Postsecondary Education; Program Guides; Secondary Education; Technical Education; Technology Education; *Units of Study; *Vocational Education
 IDENTIFIERS *European Union

ABSTRACT

This document is designed to help practitioners and policymakers in the European Union's member states coordinate their initial and continuing vocational education and training (VET) programs. It presents a subclassification of the recently revised International Standard Classification of Education (ISCED) that encompasses all fields of VET. The document begins with an overview of the fields of education in the ISCED, which was developed by the United Nations Educational, Scientific and Cultural Organization to serve as a tool for assembling, compiling, and presenting national and international educational statistics. The creation of a third digit to permit classification of VET within the ISCED system is explained along with the subject content approach underpinning the ISCED. Presented next are a table detailing the 9 broad fields, 25 fields of education, and (approximately) 65 fields of training in the ISCED system and instructions for using the manual. The actual field descriptions are listed next. Descriptions of the each of the 25 fields of VET are described next. Each description includes the following: field name; field audience; types of programs offered at various levels; and specific types of training included in/excluded from the field. Concluding the document are alphabetic and systematic code lists. (MN)

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European Centre for the Development of Vocational Training

Fields of Training

Manual

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Fields of Training

Manual

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January 1999

on behalf of CEDEFOP — European Centre for the Development of Vocational Training

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of Stavros Stavrou, Deputy Director — CEDEFOP

Thessaloniki 1999

Published by:

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CEDEFOP was established by Regulation (EEC) No 337/75 of the Council of the European Communities, last amended by Council Regulation (EC) No 251/95 of 6 February 1995 and Council Regulation (EC) No 354/95 of 20 February 1995.

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Cataloguing data can be found at the end of this publication.

Luxembourg: Office for Official Publications of the European Communities, 1999

ISBN 92-828-6345-X

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Printed in Luxembourg

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Introduction

Background

At a time when particular importance is attributed to the adequate preparation of people for working life, comprehensive, detailed and comparable information on participation in vocational education and training is a prerequisite for policy-makers in order to successfully develop, monitor and evaluate training policies. This is true for the whole range of vocational education and training, from initial vocational training for young people to continuing vocational training for those in employment.

While various data collections are in place to improve this information base, one aspect of training has been systematically ignored in the past: the information on the subjects learnt. This neglect originated from a simple, but fundamental fact - the lack of an internationally comparable classification on which to found any data collection.

Aim of the Classification

Although the recently revised International Standard Classification of Education (ISCED) does include a classification by field of education, those fields have been considered too broad for the purpose of collecting policy-relevant data on fields of vocational education and training.

Thus, a sub-classification of the ISCED classification by field of education has been created with the dual aim of providing more detail and precision, while simultaneously maintaining the logic and structure of ISCED. The new classification concerns 'fields of vocational education and training'; the term 'fields of training' is used for short.

Aim of the manual

The availability of a common classification can only be a first step towards the collection of comparable data. There is some evidence that, in the past, international classifications of education have not been applied in the same manner in all countries. This has not been caused by any major faults in the classification systems themselves, but rather by the lack of clear guidelines on how to apply the classifications.

A second and crucial step is therefore to ensure the consistent application of the classification across countries. Thus, it is the aim of this manual to offer clear guidelines on how to apply the classification to fields of vocational training. This is done by both specifying a number of general rules to be observed when classifying and providing detailed lists of examples.

All training programmes - both initial and continuing vocational education and training - in all Member States should in principle be capable of being classified into one and only one field of training.

When doing this, some decisions have to be made. With the help of this manual, all Member States should be in a position to take similar decisions.

Acknowledgements

The work on this manual has been jointly initiated and supervised by Eurostat, the Statistical Office of the European Communities, and Cedefop, the European Centre for the Development of Vocational Training. We would like to thank Mr Ronnie Andersson and Ms Anna-Karin Olsson (Statistics Sweden), who have prepared the manuscript, and Mr Roger Fox (FAS, Ireland), Ms Christiane Krüger-Hemmer (Statistisches Bundesamt, Germany), Ms Joanna Selden (Department of Education and Employment, United Kingdom) and Mr Max van Herpen (Central Bureau voor de Statistiek, Netherlands) for their critical comments and contributions as members of the steering group. In the absence of this cooperation, this work could not have been achieved.

Fields of Training; Structure

Fields of Education in ISCED

The International Standard Classification of Education (ISCED) is designed by UNESCO to serve 'as an instrument suitable for assembling, compiling, and presenting statistics of education both within individual countries and internationally'. The system has recently been revised and updated, and the 'new' ISCED was introduced in 1997.

ISCED 97 uses a 2-digit code in a hierarchical system for classifying fields; one for 'broad fields' and one for 'narrow fields'. There are 9 'broad fields' and 25 'narrow fields'. International education statistics are based on 'narrow fields'; 'broad fields' are mainly used for aggregation. The 'narrow fields' are called 'fields of education' in this manual.

A third digit for vocational training

For classifying vocational training, a new 'digit' has been created within the ISCED system for fields. A third digit has been added which represents 'fields of training' as illustrated on the next page. Altogether, there are about 65 'fields of training'.

Each field of training consists of a number of training programmes. The field descriptions in this manual, together with the code lists, one systematic and one alphabetic, are meant to be used as guidelines when classifying each programme. The purpose of this is to standardise the decisions that each country has to make, so that borderline cases are treated in the same way in all Member States.

Training programmes

The classification aims to classify training programmes. For the purpose of this classification the ILO definition of a 'training programme' as a 'Group of training activities for a particular occupation defined in terms of subject-matter to be covered, objectives, target population, methodology, duration, content and results' has been used. Contrary to some other definitions of 'programme' in use, this definition specifies subject-matter and content.

Since 'Fields of training' is a classification of training programmes, the classification can be applied to all types of statistics involving training, i.e. statistics on participation in vocational training programmes as

well as statistics on diplomas and degrees obtained from vocational training programmes. By extension, it can also be used for statistics on educational attainment.

Fields of education in the ISCED 97

Broad fields

Fields of education

General Programmes

Basic programmes

Literacy and numeracy

Personal development

Education

Teacher training and education science

Humanities and Arts

Arts

Humanities

Social sciences, Business and Law

Social and behavioural science

Journalism and information

Business and administration

Law

Science

Life science

Physical science

Mathematics and statistics

Computing

Engineering, Manufacturing and Construction

Engineering and engineering trades

Manufacturing and processing

Architecture and building

Agriculture

Agriculture, forestry and fishery

Veterinary

Health and Welfare

Health

Social services

Services

Personal services

Transport services

Environmental protection

Security services

Not known or unspecified

Structure for fields of training

Broad fields (ISCED)	Fields of education (ISCED)	Fields of training	Programmes/Subjects
x	xx	xxx	
			
	xx	xxx	
		xxx	
	xx	xxx	
		xxx	
	xx	xxx	
		xxx	

Subject content approach

The rationale of the classification for fields of training is the 'subject content approach'. The training programmes (programme groups) are put together by closeness in subject matter content. Then these programme groups are aggregated to detailed, narrow and broad fields, based on 'knowledge closeness'. It must be emphasised that it is the main content of the programme which decides into which field it should be classified.

Thus, the distinction between fields does not take into account the personal purposes of the participation in the programmes (pleasure, leisure, to get a job etc), nor is the intended occupation explicitly taken into account.

Fields - independent of level

It is worth mentioning the fact that training fields are not defined within levels, but are independent of levels. It is recognised, however, that not all fields appear at all levels.

Long vocational training programmes at upper secondary level

In some Member States there are long (2-3 years) vocational training programmes, often at upper secondary level, which lead to a certain vocational qualification e.g. car mechanic. In these programmes, more time may be devoted to other supporting subjects than

the 'intended occupation' subject. Such programmes should all the same be classified into the appropriate vocational field; e.g. for car mechanics field 525 'Motor vehicles, ships and aircraft'.

The specific case of teacher training

Teacher training programmes consisting primarily of a subject-matter speciality could either be classified as teacher training or in terms of discipline taught. In this classification for fields of training, all teacher training programmes are classified as 'Teaching and training', even if the main content is a subject-matter speciality.

Engineering programmes

Engineering programmes should normally be included in some of the fields under 52 (Engineering and engineering trades) or, in the case of civil engineering/constructional engineering, under 58 (Architecture and building). This applies even if they are oriented towards computing, media techniques, environmental protection, textiles, food, etc. if the emphasis is on designing and constructing machinery, engines, electrical devices, electronics, computers, etc. or buildings, roads and bridges.

* When developing the classification system for fields of vocational training, there was much discussion about the rationale of the system. There seemed to be two main ways of classifying training programmes into fields: by intended occupation or by subject content. Some Member States recommended a system based on intended occupation. In any event, most Member States wanted a system linked to ISCED, and therefore the subject content approach was chosen. More information about the rationale behind the classification and its relation to ISCO (International Standard Classification of Occupations) may be found in the document 'Fields of training, Proposal' Development of an internationally comparable classification for fields of vocational education and training. Memo, Statistics Sweden, 31 May 1996.

Fields of Training; the Classification

The hierarchical system of ISCED's fields, including fields of training, can be seen in the overview below. There are 9 broad fields, 25 fields of education and about 65 fields of training in the system. It should be pointed out that the broad fields are mainly meant for aggregation and thus not an important part of the classification system.

The field descriptions, given on page 13-25 describe more exactly how training programmes are allocated to the different fields of training.

It should be noted that it is the main subject content of a training programme (or a group of training programmes) which decides into which field of training it should be classified.

<i>Broad fields</i>	<i>Fields of education</i>	<i>Fields of training</i>
0 General Programmes ²	01 Basic programmes 08 Literacy and numeracy 09 Personal development	010 Basic programmes 080 Literacy and numeracy 090 Personal development
1 Education	14 Teacher training and education science	141 Teaching and training 142 Education science
2 Humanities and Arts	21 Arts 22 Humanities	211 Fine arts 212 Music and performing arts 213 Audio-visual techniques and media production 214 Design 215 Craft skills 221 Religion and theology 222 Foreign languages and cultures 223 Mother tongue 224 History, philosophy and related subjects
3 Social sciences, Business and Law	31 Social and behavioural science 32 Journalism and information 34 Business and administration 38 Law	310 Social and behavioural science 321 Journalism and reporting 322 Library, information, archive 341 Wholesale and retail sales 342 Marketing and advertising 343 Finance, banking, insurance 344 Accounting and taxation 345 Management and administration 346 Secretarial and office work 347 Working life 380 Law

² 'General' in this context has nothing to do with 'General' as opposed to 'Vocational', but refers to basic skills and personal development.

<i>Broad fields</i>	<i>Fields of education</i>	<i>Fields of training</i>
4 Science	42 Life science	420 Life science
	44 Physical science	440 Physical science
	46 Mathematics and statistics	460 Mathematics and statistics
	48 Computing	481 Computer science 482 Computer use
5 Engineering, Manufacturing and Construction	52 Engineering and engineering trades	521 Mechanics and metal work
		522 Electricity and energy
		523 Electronics and automation
		524 Chemical and process
		525 Motor vehicles, ships and aircraft
	54 Manufacturing and processing	541 Food processing
		542 Textiles, clothes, footwear, leather
		543 Materials (wood, paper, plastic, glass)
		544 Mining and extraction
	58 Architecture and building	581 Architecture and town planning 582 Building and civil engineering
6 Agriculture	62 Agriculture, forestry and fishery	621 Crop and livestock production
		622 Horticulture
		623 Forestry
		624 Fisheries
	64 Veterinary	640 Veterinary
7 Health and Welfare	72 Health	721 Medicine
		722 Medical services
		723 Nursing
		724 Dental studies
	76 Social services	761 Child care and youth services
		762 Social work and counselling
8 Services	81 Personal services	811 Hotel, restaurant and catering
		812 Travel, tourism and leisure
		813 Sports
		814 Domestic services
		815 Hair and beauty services
	84 Transport services	840 Transport services
	85 Environmental protection	850 Environmental protection
	86 Security services	861 Protection of property and persons
		862 Occupational health and safety
		863 Military
9 Not known/ unspecified	99 Not known or unspecified.	999 Not known or unspecified

When classifying broad programmes, the '0' should be used in the third position. See next page.

Inter-disciplinary programs

'Inter-disciplinary programs' has here the meaning of programmes combining particularly two vocational fields, often from different fields of education. For these programs, the 'majority rule' should be used.

In *Example 1* subjects fall into two different fields of education. Use the majority rule; you are more or less obliged to do that.

Example 1:

A programme that mainly includes subjects within the area of computer science should be allocated to field 481 ('Computer science') even if a certain amount of computer engineering (field 523 'Electronics and automation') is included.

In *Example 2* subjects fall into the same field of education but in two different fields of training. Even in this case, use the majority rule. The programme is not broad enough to be considered as a 'broad programme' according to the definition given below.

Example 2:

A programme combining study of retail sales with study of office work should be classified according to which of the fields dominates; 341 'Wholesale and retail sales' or 346 'Secretarial and office work'.

Broad programmes

'Broad programmes' here means that a training programme comprises parts from several fields of training, mainly within the same field of education, and none of the fields of training are clearly dominant. These broad programmes should be classified by using '0' as the third digit². Note that the '0' will be used for information about broad programmes, and should not be used as a rest code.

Examples 3:

A programme in business and administration, consisting of management, financing, sales and marketing etc. should be classified as 340 'Broad programmes in business'.

By way of exception, the '0' can be used for broad programmes both as the second and third digit.

Example 4:

A broad programme in health and welfare covering several fields of training, could be classified as 700 if emphasis is not given to either health or social welfare.

Programmes aiming at one specific vocational field consisting also of supporting subjects from other fields are *not* considered as broad programmes in this context.

Example 5:

In a programme in electrical installation, more time may be devoted to other supporting subjects (language, mathematics, natural science etc.) than the intended vocation subject. However, this programme should be classified as 522 'Electricity and energy' and not as a broad programme.

Not specified or not able to classify

As a last resort the '9' may be used in the third position if

- available information about a programmes is not enough, or if
- a specific program is not capable of classification into any of the fields of training.

By way of exception, the '9' can be used both in the second and the third position.

Example 6:

A programme in health, where more information is not available, should be classified as 729.

The '9' must also be used sometimes when classifying groups of programmes.

Examples 7:

In a national classification system a code for 'Engineering n.e.c. (not elsewhere classified)' exists. 529 should be used when classifying this programme group if it is not known which field of training dominates.

A code exists for 'Industry programmes n.e.c.' Here 599 may be used, if it is not known which type of programmes dominate (field 52 or field 54).

² This is applicable only for the fields of education that are divided into two or more fields of training, and is expected to be used especially under 34 'Business and administration' and 52 'Engineering and engineering trades'.

How to Use the Manual

Two ways of classifying

The aim of this manual is to assist the Member States to classify their training programmes by field and do it in the same or at least in a similar way. Comparability is important in international education statistics, and this manual will hopefully help in obtaining better comparability between the Member States concerning fields of training.

There are at least two ways to classify national training programmes by the international classification on fields of training. First, if a national classification system for classifying education and training programmes exists in the country, then a key or a cross-walk between the national and the international classification can be made. Second, if there is no national classification system or for some reason the national classification is not suitable, then each vocational training programme in the country must be classified by fields of training.

Note, before starting with the classification, irrespective of method, it is important to know about and understand the structure of the classification system for fields of training.

Key to the National Classification

Some Member States use a national classification system for classifying all or some of their education and training programmes. In that case a key between the national and the international classification could be made.

The best approach is to classify all national codes by fields of training. For some countries, which have a very comprehensive and detailed classification system, this means a lot of work. The work can, at least in the beginning, be reduced by classifying only programmes included in data collections concerning vocational education and training. It should be noted however, that all existing educational programmes must be classified by fields of education in ISCED when reporting statistics to the international organisations on other occasions.

How to make a key to a national classification:

1. Each code in the national classification system represents one or several programmes. When finding the corresponding code for fields of training, look at the overview of the classification on page 7-8. Start by deciding which of the fields of education should be referred to. Go on and look at the fields of training. In many cases, it is more or less obvious which code is, or at least seems to be, the corresponding one.
2. When you have found an appropriate code, check the description given in the field descriptions on page 13-25 to confirm that it is the right code.
3. If you need more help; look in the alphabetic code list at the end of the manual. If you find a possible code there, check the description given on page 13-25 to see if it really is the right code before using it.

Classifying Vocational Training Programmes

When classifying vocational training programmes the method is similar to the method given on the previous page, except that the current national training programmes themselves are classified by fields of training. This is a far more easy method, and it is often easier to find the appropriate code. However, it does not give a key that can be used more generally which is the case with the first method.

Which method to use?

It is not possible to give a general recommendation on which of the methods to use; that depends to a great extent on how the national classification is constructed.

If the national classification is too aggregated, then it may be necessary to classify the vocational training programs directly, likewise if the national classification system is structured completely differently from the fields of training classification.

How to classify training programmes directly

1. When classifying a programme, look at the overview of the classification on page 7-8. Start by deciding which field of education it should be classified into. Go on and look at fields of training. In many cases, it is more or less obvious which field the programme belongs to.
2. When you have found an appropriate code, check the description given in the field descriptions on page 13-25 to confirm that it is the right code.
3. If it is not obvious into which field a programme should be classified, or if you need more help, look up the name of the programme in the alphabetic code list on page 27. Then, check the description given in the field descriptions on page 13-25 to see if it is the right code.

Field Descriptions

This part of the manual describes each field of training with regard to the subject content of the field. When classifying training programmes, it is very important to look at these descriptions of the content and see which field that best corresponds to the programme or the programme group that is to be classified.

If classifying only from the names of the training programmes, large mistakes may be made. Specially, this is the case with some popular terms like 'communication', 'management' etc, which are used in many contexts. Also, one programme name might have different meanings in different countries. So, be careful with the names of the programmes and, as far as possible, consider the main subject content of the programmes instead.

Note that the lists of training programmes given under each field description below are not complete. On page 37 - 45 a more comprehensive list of programmes/subjects is found

010 Basic programmes

Basic programmes are programmes designed to give a basic education in reading, writing and arithmetic along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music, and in some cases religious instructions is featured. Basic programmes are normally given at primary and lower secondary level. General programmes at upper secondary level with no special subject emphasis are also classified here. Training programmes are classified here only by way of exception.

080 Literacy and numeracy

Literacy and numeracy are programmes arranged mainly for illiterate adults, designed to teach basic reading, writing and sometimes arithmetic. The typical age range can be used to distinguish between field 010 'Basic programmes' and this field. Training programmes with the following main content are classified here:

- Basic remedial programmes for adults
- Literacy
- Numeracy

090 Personal development

Personal development programmes can be defined by reference to the effects on the individual's capacity (mental, social etc.). This field covers personal development programmes, not included in 010 'Basic programmes' or 080 'Literacy and numeracy', giving key competencies and transferable skills. Training programmes with the following main content are classified here:

- Argumentation and presentation
- Communication skills
- Cooperation
- Development of behavioural capacities

- Development of mental skills
- Job-seeking programmes
- Public speaking
- Self esteem skills
- Social competence
- Time management

Inclusions:

- Training in *leadership in the context of personal development* is included in this field.
- Training related to the *work place or to assignments* is included in this field if it has more to do with personal development than work development.

Exclusions:

- Study of *leadership in the context of management* is excluded from this group and included in field 345 'Management and administration'.

141 Teaching and training

Teaching and training are programmes dealing with the theory and practice of teaching, intended to prepare persons to undertake teaching, mostly at a certain level of education in the school system. Programmes for vocational trainers are also included. Training programmes with the following main content are classified here:

- Early childhood teaching
- Primary teaching
- Secondary teaching
- Special education teaching
- Teacher training in a specialised subject
- Training of driving instructors
- Training of instructors in companies etc.
- Training of trainers

Inclusions:

- Teacher training programmes consisting primarily of a *subject-matter speciality* are included in this field. Training programmes for teachers in theoretical subjects (mathematics, history, foreign languages etc) are included, as well as training programs for teachers in aesthetic/practical and vocational subjects.
- Training of *trainers* for work is included in this field.
- Training of *driving instructors* is included in this field.

Exclusions:

- Training of *sport trainers* are excluded from this field and included in field 813 'Sports'.

142 Education science

Education science is the study of the learning process and the theories, methods and techniques of imparting knowledge to others. Teacher training programmes are not included, but training programmes with the following main content are classified here:

- Didactics
- Education science
- Educational assessment, testing and measurement

- Educational evaluation and research
- Pedagogical sciences

Exclusions:

• *Teacher training* programmes are excluded from this field and included in field 141 'Teaching and training'.

211 Fine arts

Fine arts is the study of visual forms of creative expressions, dealing with theory, history, techniques, performance and production in fine arts, especially painting and sculpture. Training programmes with the following main content are classified here:

- Art theory
- Etching
- Fine art printmaking
- History of art
- Painting
- Philosophy of art
- Sculpture

Exclusions:

• Training in *ceramics, pottery etc* is excluded from this field and included in field 215 'Craft skills'.
 • Study of *architecture* is excluded from this field and included in field 581 'Architecture and town planning'.
 • *Teacher training in arts* is excluded from this field and included in field 141 'Teaching and training'.

212 Music and performing arts

Music and performing arts is the study of the principles and techniques associated with performance involving music, speech, movement, mime, characterisation, improvisation and stage craft. Training programmes with the following main content are classified here:

- Acting and directing
- Choreography
- Circus
- Composition (music)
- Conducting (music)
- Dance (art)
- Drama
- Music
- Theatre

Inclusions:

• Study of *music and performing arts history and theory* is included in this field.

Exclusions:

• *Teacher training in music and other performing arts* is excluded from this field and included in field 141 'Teaching and training'.

213 Audio-visual techniques and media production

Audio-visual techniques and media production is the study of techniques and skills to produce books, newspapers, radio/TV production, film/video production, recorded music production and graphic reproduction. It includes programmes in methods of colour reproduction, photography and computer graphics. Study of combining pictures, words and decorations in the production of books, magazines, posters, adverts

etc. is also included. Training programmes with the following main content are classified here:

- Bookbinding
- Camera operating
- Compositing (printing)
- Computer type-setting
- Film production
- Graphic design
- Graphic reproduction
- Illustration
- Media techniques
- Photography
- Printing
- Publishing design, lay-out
- Radio and TV production
- Recorded music production
- Sound engineering
- Type-setting

Inclusions:

• Training programmes in *desktop publishing and lay-out* are included in this field.

Exclusions:

• Separate training programmes in *using specific software applications for desktop publishing* are excluded from this field and included in field 482 'Computer use'.
 • Study of *journalism* (wording and content of messages) is excluded from this field and included in field 321 'Journalism and reporting'.

214 Design

Design is the study of creatively combining line, form and fabric in designing and constructing e.g. fashion garments, industrial products and interiors. Training programmes with the following main content are classified here:

- Costume design
- Design of industrial products
- Fashion design
- Interior architecture
- Interior design
- Stage designing
- Window dressing

Exclusions:

• *Building design* is excluded from this field and included in field 581 'Architecture and town planning'.
Industrial design is excluded from this field if emphasis is given to technical subjects and not to artistic design, and included in the appropriate field under 52 'Engineering and engineering trades'.
 • *Publishing design and graphic design* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

215 Craft skills

Craft skills is the study of techniques and skills in a chosen aspect of handicraft, such as jewellery, pottery, weaving, woodcarving etc. Training programmes with the following main content are classified here:

- Ceramics
- Crafts, folk arts and artisanry
- Decorative metal crafts
- Embroidery
- Floristry (flower arranging)
- Glass arts and craft
- Goldsmithing
- Handicrafts
- Jewellery
- Making of musical instruments (not industrial)
- Musical instruments (repairing and tuning)
- Silversmithing
- Stone carving (craft)
- Weaving (art)
- Woodcarving

Exclusions:

• Study of *industrial production* of pottery, woven materials, embroidery etc. is excluded from this field and included in some of the detailed fields under broad field 5 'Engineering, manufacturing and construction'.

221 Religion and theology

Religion and theology is the study of religious beliefs, concepts, symbols, expressions, text and spirituality. Training programmes with the following main content is classified here:

- Bible studies
- Missionary studies
- Religious history
- Study of different religions
- Theology

Inclusions:

• Included in this field are programmes for children and young people, usually given in religious schools or seminars, in monasteries etc, aiming to develop an *interest in the tenets* of their religion and sufficient familiarity with its philosophy to *assist in the propagation of their faith*.

Exclusions:

• *Basic programmes* given in religious schools, seminars etc. containing religious instruction but not emphasising it or leading to a religious vocation, are excluded from this field and included in 010 'Basic programmes'.

222 Foreign languages and cultures

Foreign languages and cultures is the study of the structure and composition of foreign languages. It includes the study of related cultures, literature and linguistics. Training programmes with the following main content are classified here:

- Foreign languages
- Interpretation programmes
- Languages, 'dead'
- Second languages
- Translation programmes

Inclusions:

• *Foreign languages* is the study of a language being *taught as a foreign language or a second language*. A

second language means a national language taught to pupils whose main language is another language.

Exclusions:

• Programmes teaching the *mother tongue*, even if this language is not the national language (e.g. programmes for immigrants teaching their mother tongue) are excluded from this field and included in field 223 'Mother tongue'.

• Study of *foreign cultures* is excluded from this field if *not related to the study of a foreign language*, and included in field 310 'Social and behavioural science'.

223 Mother tongue

Mother tongue is the study of the native language, including the study of related literature and linguistics. Training programmes with the following main content are classified here:

- Creative writing
- Home language
- Languages, native
- Mother tongue programmes
- Proof-reading programmes
- Sign language

Inclusions:

• *Mother tongue* is study of a language *taught as the mother tongue*, even if the language is not the national language of the country, e.g. programmes for immigrants in their home language.

Exclusions:

• National language programmes are excluded from this field if the language is *taught as a foreign or a second language*, and are then included in 222 'Foreign languages and cultures'.

224 History, philosophy and related subjects

History, philosophy and related subjects is the study of history, archaeology, philosophy, logic, ethics and other related subjects. This field consists to a large extent of non-vocational education. Programmes with the following main content are classified here:

- Archaeology
- Ethics
- History
- History of literature
- History of science and ideas
- Logic
- Philosophy

Exclusions:

• If study of *literature* is combined with study of a *special language* it is excluded from this field and included in field 222 'Foreign languages and cultures' or 223 'Mother tongue'.

310 Social and behavioural science

Social and behavioural science is the study of the behaviour of humans, their interaction and social organisation. It includes the study of politics and economics. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Anthropology (except physical anthropology)
- Criminology
- Demography/population studies
- Economic history
- Economics
- Ethnology
- Human rights
- Peace and conflict studies
- Political economy
- Political science
- Psychology
- Social geography
- Sociology

Exclusions:

- *Social welfare* programmes where emphasis is given to practical social work are excluded from this field and included in field 762 'Social work and counselling'.
- Study of *economics* where emphasis is given to *business studies* is excluded from this field and classified as 340 'Broad programmes in business and administration'.

321 Journalism and reporting

Journalism and reporting is the study of the theory and practices of journalism/reporting as part of the field of mass communication. Journalism and reporting is about the wording and content of messages. It comprises news reporting, writing commentaries and feature stories of public interest etc. Training programmes with the following main content are classified here:

- Broadcast journalism
- Information (wording and content)
- Journalism
- Mass communication (wording and content)
- News reporting

Exclusions:

- Study of *techniques for mass communication* (e.g. printing and radio/TV production) is excluded from this field and included in field 213 'Audio-visual techniques and media production'.
- Study of *lay-out and publishing design* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.
- Study of *public relations* is excluded from this field and included in field 342 'Marketing and advertising'.

322 Library, information, archive

Library, information, archive is the study of the methods of selecting, acquiring, organising and storing collections of information, and facilitating the use of information. Library programmes are included in this field. Training programmes with the following main content are classified here:

- Archival sciences
- Documentation
- Information science
- Library programmes
- Museum documentation

341 Wholesale and retail sales

Wholesale and retail sales is the study of buying and selling goods and services, including stock management, pricing practice, loss prevention, sale systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included. Training programmes with the following main content are classified here:

- Auctioneering
- Consumer services
- Demonstration techniques
- Purchasing
- Real-estate business
- Retailing
- Stock-keeping
- Ware-housing
- Wholesaling

Inclusions:

- Study of *buying and selling buildings and properties* is included in this field.

342 Marketing and advertising

Marketing and advertising is the study of exchange processes of goods and services between organisations and/or individuals, and the study of consumer behaviour and requirements. It includes the study of the role of product development, pricing, distribution, promotion and sales in order to maximise business performance. Training programmes with the following main content are classified here:

- Advertising
- Market research
- Marketing
- Merchandising
- Public relations

343 Finance, banking, insurance

Finance, banking, insurance is the study of planning, directing, organising and controlling financial activities and services. It includes the control and monitoring of the financial resources of organisations, institutions and individuals, and the provision of financial services at the corporate and individual level. Training programmes with the following main content are classified here:

- Bank teller programmes
- Banking and finance
- Finance theory
- Insurance
- Investment analysis
- Investments and securities
- Pension insurance
- Social insurance
- Stock-broking

Exclusions:

- Study of *actuarial science* is excluded from this field and included in field 460 'Mathematics and statistics'.

344 Accounting and taxation

Accounting and taxation is the study of maintaining, auditing and recording financial transactions. Training programmes with the following main content are classified here:

- Accounting
- Auditing
- Bookkeeping
- Tax accounting

345 Management and administration

Management and administration is the study of planning, directing and operating the functions and activities of organisations and institutions. Programmes in management also including administration, economics, finance etc. are included in this field if emphasis is given to management and administration. Training programmes with the following main content are classified here:

- Administration
- Educational management
- Employment management
- Logistic management
- Management science
- Office management
- Organisational theory and behaviour
- Personnel administration
- Personnel management
- Start your own business-courses
- Training management

Inclusions:

- Study of *leadership in the context of management* is included in this field.

Exclusions:

- Study of *administration* in the meaning of office work is excluded from this field and included in field 346 'Secretarial and office work'.

Training of *leadership in the context of personal development* is excluded from this field and included in field 090 'Personal development'.

346 Secretarial and office work

Secretarial and office work is the study of administrative procedures and practises, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme is aiming to secretarial work, rather than work as specialised assistants. Training programmes with the following main content are classified here:

- Administrative and secretarial services
- Clerical programmes
- Data entry
- Foreign language secretary programmes
- Keyboard skills
- Legal secretary programmes
- Medical secretary programmes
- Operation of office machines
- Receptionist training
- Secretarial programmes
- Shorthand

- Switchboard operating
- Typing

Inclusions:

- Broad secretarial programmes comprising among other thing computer courses are included in this field

Exclusions:

- Separate training programmes in using a *specific computer software* are excluded from this field and included in 482 'Computer use'
- *Office management* is excluded from this group and included in field 345 'Management and administration'.
- *Hotel receptionist* training programmes are excluded from this field and included in field 811 'Hotel, restaurant and catering'.

347 Working life

Working life is the study of the structure and function of working life. It includes programmes, mainly given as staff training, related to the work place and to assignments. Training programmes with the following main content are classified here:

- Company knowledge
- Induction courses
- Meeting clients' needs
- Organisation
- Quality assurance
- Trade union courses (general)
- Work development

Inclusions:

- *Staff training related to the work place or assignments* is included in this field if it is not possible to classify it in any other field.

Exclusions:

- *Training related to the work place or assignments* is excluded from this field if it has more to do with personal development than work development and is included in field 090 'Personal development'.
- Programmes that can be classified in any *other field* is excluded from this field and is included in the appropriate field. E.g. quality courses should, if technical, be included in some of the fields under 52 'Engineering and engineering trades'.

380 Law

Law is the study of the principles and procedures for formally maintaining social order, including training for legal professions such as advocate or training for the judicial bench. Training programmes with the following main content are classified here:

- Commercial law
- Criminal justice studies
- History of law
- Jurisprudence
- Labour law
- Legal practice

420 Life science

Life science is the study of the structure, function, reproduction, growth, evolution and behaviour of all living organisms. It comprises the study of biological

and related sciences. This field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Biochemistry
- Biology
- Botany
- Genetics
- Pharmacology
- Toxicology
- Zoology

Inclusions:

• Study of *chemical processes in living organisms* (biochemistry, toxicology, pharmacology etc.) is included in this field.

Exclusions:

• Study of *environmental science and ecology*, which is study of the relation between living organisms and the environment, is excluded from this field and included in field 850 'Environmental protection'.

440 Physical science

Physical science is the study of matter and energy and the transformation patterns linking them. It comprises the study of physics, chemistry and earth science. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Astronomy
- Chemistry
- Earth science
- Geography (nature)
- Geology
- Meteorology
- Optics
- Physics
- Seismology
- Space science

Inclusions:

• *Chemistry* is included in this field.

Exclusions:

• *Biochemistry* is excluded from this field and included in field 420 'Life science'.

• *Social/human geography* is excluded from this field and included in field 310 'Social and behavioural science'.

460 Mathematics and statistics

Mathematics is study of abstract deductive systems, numerical facts, data and their applications. It includes algebra, arithmetic, geometry, real and complex analysis and applied mathematics. **Statistics** is the study of collecting, describing, arranging and analysing numerical data. Training programmes with the following main content are classified here:

- Actuarial science
- Geometry
- Mathematical statistics
- Mathematics
- Numerical analysis

- Probability theory
- Statistics

481 Computer science

Computer science is the study of the design and development of computer systems and computing environments. It includes the study of the design, maintenance and integration of software applications. Training programmes with the following main content are classified here:

- Computer science
- Computer programming
- Computer system analysis
- Computer system design
- Electronic data processing
- Network administration
- Operating systems
- Programming languages (Visual Basic, C++ etc.)

Exclusions:

• *Computer engineering* (hardware) is excluded from this field and included in field 523 'Electronics and automation'.

• Training programmes in *using computer applications* are excluded from this field and included in field 482 'Computer use'.

482 Computer use

Computer use is the study of using computers and computer software and applications for different purposes. These programmes are generally of short duration. Training programmes with the following main content are classified here:

- Computer use
- Software for calculating (spreadsheets)
- Software for data processing
- Software for desk top publishing
- Software for word processing
- Use of Internet

521 Mechanics and metal work

Mechanics and metal work (Engineering and engineering trades) is the study of planning, designing, developing, producing, maintaining and monitoring machines, mechanical plants and systems and metal products. It includes designing and maintaining machines which produce goods and services. The focus of programmes in this field is machines, mechanical systems and metal products. Training programmes with the following main content are classified here:

- Gunsmith
- Hydraulics
- Locksmith and safe repairer
- Mechanical engineering
- Mechanical trades programmes
- Metal casting and patternmaking
- Metal fitting, turning and machining
- Metallurgical engineering
- Precision mechanics
- Sheetmetal working
- Steel production

- Tool and die making
- Welding

Exclusions:

• Study of *motor vehicle mechanics and engineering* is excluded from this field and included in field 525 'Motor vehicles, ships and aircraft'.

522 Electricity and energy

Electricity (Engineering and engineering trades) is the study of installing, maintaining, repairing and diagnosing faults in electrical wiring and related equipment in domestic, commercial and industrial establishments. Installation and maintenance of overhead and underground electrical power distribution networks is included. **Energy** is the study of energy generation. Training programmes with the following main content are classified here:

- Air-conditioning trades programmes
- Climate engineering
- Electrical appliances repairing
- Electrical engineering
- Electrical fitting
- Electrical power generation
- Electrical trades programmes
- Energy programmes
- Gas distribution
- Heating trades programmes
- Nuclear, hydraulic and thermal energy
- Power production
- Powerline installation and maintenance
- Refrigeration

Inclusions:

• The study of installing, diagnosing faults in and repairing *heating, air-conditioning and refrigeration equipment* is included in this field.

Exclusions:

• Study of *vehicle electricity* is excluded from this field and included in field 525 'Motor vehicles'.

523 Electronics and automation

Electronics and automation (Engineering and engineering trades) is the study of planning, designing, developing maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. Training programmes with the following main content are classified here:

- Broadcasting electronics
- Communication systems
- Communications equipment installation
- Communications equipment maintenance
- Computer engineering
- Computer repairing
- Control engineering
- Data processing technology
- Digital technology
- Electronic engineering
- Electronic equipment servicing
- Network technology
- Robotics

- Telecommunication technology
- Television and radio repairing

Exclusions:

• *Computer science (design of computer systems and software applications)* is excluded from this group and included in 481 'Computer science'.

524 Chemical and process

Chemical and process (Engineering and engineering trades) is the study of planning, designing, and developing products and processes where chemical and physical changes occur. It includes designing chemical plants and control systems. Training programmes with the following main content are classified here:

- Biochemical technologies
- Biotechnology engineering
- Chemical engineering
- Chemical process engineering
- Laboratory technology
- Oil/gas/petrochemicals processing
- Plant and machine operation (processing)
- Process technology

Inclusions:

• Programmes in *laboratory technology* are included in this field if emphasis is not given to a specific application.

Exclusions:

• *Laboratory technology programmes* are excluded from this field if emphasis is given to a specific application (biological, physical, medical, dental etc.) and are included under appropriate field (420, 440, 722, 724 etc)

525 Motor vehicles, ships and aircraft

Motor vehicles, ships and aircraft (Engineering and engineering trades) is the study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. Training programmes with the following main content are classified here:

- Air craft engineering
- Air craft maintenance
- Automotive electrics
- Automotive engineering
- Coachwork
- Motorcycle engineering
- Panel beating
- Shipbuilding
- Varnishers/sprayers
- Vehicle building and repairing

Inclusions:

• Study of *vehicle electricity* is included in this field.

Exclusions:

• Study of *producing and repairing non-motor vehicles* is excluded from this field and included in 521 'Mechanics and metal work' (e.g. bicycles) or 543

'Materials; wood, paper, plastic, glass' (e.g. boats, non-motor).

541 Food processing

Food processing (Manufacturing and processing) is the study of processing and packaging of food and beverages, and the equipment and procedures used in the production and distribution of foods. Training programmes with the following main content are classified here:

- Baking
- Beer brewing
- Butchering
- Confectionary
- Dairy foods
- Food and drink processing
- Food preservation
- Food science and technology
- Meat processing
- Pastry cooking
- Tobacco processing
- Wine production

Inclusions:

- Study of *food handling and food hygiene* is included in this field.

Exclusions:

- *Restaurant and catering* programmes are excluded from this group and included in field 811 'Hotel, restaurant and catering'.
- *Nutritional science* is excluded from this field and included in field 722 'Medical services'.

542 Textiles, clothes, footwear, leather

Textiles, clothes, footwear, leather (Manufacturing and processing) is the study of the manufacture of textiles, textile and leather products, clothing and related items, shoes and other forms of footwear. Training programmes with the following main content are classified here:

- Clothing trades programmes
- Dressmaking
- Footwear making
- Fur making
- Garment production
- Leather processing
- Saddlery
- Shoemaking
- Skins and leather production
- Spinning
- Tailoring
- Textile trades programmes
- Upholstery
- Weaving (industrial)
- Wool science

Exclusions:

- *Handicraft* programmes (weaving, embroidery etc.) are excluded from this field and included in field 215 'Craft skills'.

543 Materials (wood, paper, plastic, glass)

Materials (Manufacturing and processing) is the study of the manufacturing of products in wood, paper, plastic, glass or other materials like stone, clay, synthetic materials etc. Training programmes with the following main content are classified here:

- Boat building (non-motor)
- Cabinet making
- Carpentry (not building)
- Ceramics (industrial)
- Furniture making
- Glass working (industrial)
- Industrial diamond production
- Paper manufacturing and processing
- Plastic manufacturing
- Rubber manufacturing
- Timber technology
- Wood machining and turning
- Woodwork trades programmes

Exclusions:

- *Handicraft* programmes (glass arts and crafts, woodcarving etc) are excluded from this field and included in field 215 'Craft skills'.
- Study of *building carpentry and joinery* is excluded from this field and included in field 582 'Building and civil engineering'.
- Study of *chemical processing* is excluded from this field and included in field 524 'Chemical and process'.
- Study of *printing and bookbinding* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

544 Mining and extraction

Mining and extraction (Manufacturing and processing) is the study of planning, developing, assessing and directing the extraction of minerals, oil and gas from the earth. Training programmes with the following main content are classified here:

- Coal mining
- Mineral technology
- Mining engineering and technology
- Oil and gas extraction
- Raw material extraction

Inclusions:

- Study of *mining engineering* is included in this field.

Exclusions:

- Study of *metallurgical engineering* is excluded from this field and included in 521 'Mechanics and metal work'.
- Study of *geology* is excluded from this field and included in field 440 'Physical science'.

581 Architecture and town planning

Architecture is the study of the art, science and techniques of building design. It encompasses both utilitarian ends - such as the soundness of the structure and the functional and economic efficiency of the building - and aesthetic considerations. **Town planning** is the study of the regulated growth and improvement of towns in both functional and aesthetical

points of view. Training programmes with the following main content are classified here:

- Architectural urban design and planning
- Architecture
- Building design
- Cartography/Land surveying
- City planning
- Community development
- Community planning
- Landscape architecture
- Structural architecture
- Surveying
- Town and country planning
- Urban planning

Inclusions:

- Study of *cartography and surveying* is included in this field

Exclusions:

- Study of *interior design* is excluded from this field and included in field 214 'Design'.

582 Building and civil engineering

Building is the study of the science, technology and techniques of assembling, erecting and maintaining public, commercial, industrial and residential structures and their fittings. **Civil engineering** is the study of planning, designing, testing and directing the construction of large scale buildings and structures, including systems for transport, water supply, sewage etc. Training programmes with the following main content are classified here:

- Bricklaying
- Bridge construction
- Building construction
- Building engineering
- Building technology
- Carpentry and joinery (building)
- Civil engineering
- Constructional metalwork (building)
- Dock and harbour engineering
- Floor and wall tiling
- Floor covering
- Mason and tile setting
- Masonry
- Painting and wall covering
- Plastering
- Plumbing and pipefitting
- Road building
- Water engineering and technology
- Water supply and sewerage engineering
- Ventilation

Exclusions:

- *Installation of electricity* is excluded from this field and included in field 522 'Electricity and energy'. Similarly, installing and repairing of *heating, air-conditioning and refrigeration equipment* is excluded from this field and included in field 522 'Electricity and energy'.

621 Crop and livestock production

Crop and livestock production (agriculture) is the study of growing, maintaining and harvesting crops and

pastures, and grazing and managing animals. It includes the study of managing and maintaining farms and producing unprocessed plant and animal products. Training programmes with the following main content are classified here:

- Agricultural economics
- Agricultural sciences
- Agronomy and crop science
- Animal husbandry
- Crop husbandry
- Dog breeding
- Farm and ranch management
- Farming
- Fruit growing
- Grain growing
- Horse breeding
- Pig farming
- Poultry husbandry
- Rye and wheat growing
- Sheep farming
- Soil science
- Vegetable plantation
- Wine growing

Inclusions:

- Study of *soil science, soil fertility and irrigation techniques* is included in this field.
- Study of *growing intensively managed crops such as fruit and vegetables* is included in this field.

Exclusions:

- Study of *wine production* is excluded from this field and is included in field 541 'Food processing'.
- Study of *gardening* is excluded from this field and included in field 622 'Horticulture'.
- Study of *fisheries* is excluded from this group and included in field 624 'Fisheries'.

622 Horticulture

Horticulture (gardening) is the study of horticultural technology and management, floriculture, greenhouse methods, nursery management, landscape gardening etc. Training programmes with the following main content are classified here:

- Floriculture
- Gardening
- Greenkeeping
- Horticulture
- Landscape gardening
- Nursery management
- Turf cultivation

Inclusions:

- The laying out and construction of *urban and domestic parks and gardens* is included in this field.

Exclusions:

- Study of *growing crops* (plants such as wheat, rice, fruit, vegetables etc, grown in order to be eaten) is excluded from this field and included in field 621 'Crop and livestock production'.
- Study of *soil science, soil fertility and irrigation techniques* is excluded from this field and included in field 621 'Crop and livestock production'.

• *National park management* is excluded from this field and included in field 850 'Environmental protection'.

623 Forestry

Forestry is the study of establishing, cultivating, harvesting and managing forests. It includes study of hunting and trapping. Training programmes with the following main content are classified here:

- Forest keeping
- Forest product techniques
- Forestry
- Hunting and trapping

Exclusions:

• *National park management* is excluded from this field and included in field 850 'Environmental protection'.
• *Timber technology* (sawmill production etc) is excluded from this field and included in field 543 'Materials (wood, paper, plastic, glass)'.

624 Fisheries

Fisheries is the study of breeding, rearing and harvesting fish and other seafood. Training programmes with the following main content are classified here:

- Fish breeding
- Fish farms
- Fishery
- Fishery science and technology
- Shellfish breeding

Inclusions:

• Training programmes for operating fishing boats are included in this field.

Exclusions:

• Study of *industrial processing of fish* is excluded from this group and included in field 541 'Food processing'.

640 Veterinary

Veterinary is the study of preventing, diagnosing and treating diseases and injuries in animals, and their general care. The study of caring for sick, injured and infirm animals undergoing treatment in veterinary clinics is included. Training programmes with the following main content are classified here:

- Animal health care
- Animal reproduction (science)
- Veterinary assisting
- Veterinary medicine
- Veterinary science

Inclusions:

• The science of *animal reproduction* is included in this field.

Exclusions:

• Study of *animal breeding* is excluded from this field and included in field 621 'Crop and livestock production'.

721 Medicine

Medicine is the study of the principles and procedures used in preventing, diagnosing, caring for and treating illness, disease and injury in humans and the maintenance of general health. Principally, this field consists of training of physicians/doctors. Training programmes with the following main content are classified here:

- Medical science
- Medical training
- Medicine
- Training of physicians/doctors

722 Medical services

Medical services is the study of physical disorders, treating diseases and maintaining the physical well-being of humans, using non-surgical procedures. It comprises a wide range of services such as **pharmacy, physiotherapy, occupational therapy, chiropractic, radiography, optometry, auditory, speech pathology, nutrition and ambulance service**. Training programmes with the following main content are classified here:

- Ambulance service
- Hearing aid technology
- Hypnotherapy
- Massage (medical)
- Medical laboratory technology
- Medical x-ray techniques
- Nutrition and dietetics
- Occupational therapy
- Optical lens making
- Orthopaedic prosthetics
- Para-medical programmes
- Pharmacy
- Physiotherapy
- Radiotherapy
- Speech pathology and therapy
- Vocational rehabilitation

Inclusions:

• Study of *vocational rehabilitation and occupational therapy* is included in this field.
• *Medical laboratory technology* is included in this field.

Exclusions:

• Study of *laboratory technology* is excluded from this field if emphasis is not given to medical laboratory technology. *General laboratory technology* is included in field 524 'Chemical and process'. *Laboratory technology* where emphasis is given to other *specific applications* (biological, physical, dental etc) is included in appropriate field (420, 440, 724 etc).

723 Nursing

Nursing is the study of providing health care for the sick, disabled or infirm and assisting physicians and other medical and health professionals diagnose and treat patients. The focus of qualifications in nursing is maintaining and caring for the health during illness and rehabilitation. It includes care of old people and care of the disabled. Training programmes with the following main content are classified here:

- Assistant nursing
- Basic nursing
- Care of old people
- Care of the disabled
- Health care programmes
- Infant hygiene (nursing)
- Midwifery
- Nursing aide/Orderly
- Psychiatric nursing

Exclusions:

- *Veterinary nursing* is excluded from this field and is included in field 640 'Veterinary'.
- *Care of children* (if not health care) is excluded from this field and included in field 761 'Child care and youth services'.

724 Dental studies

Dental studies is the study of diagnosing, treating and preventing diseases and abnormalities of the teeth and gums. It includes the study of designing, making and repairing dental prostheses and orthodontic appliances. It also includes the study of providing assistance to dentists. Training programmes with the following main content are classified here:

- Dental assisting
- Dental hygiene
- Dental laboratory technology
- Dental nursing
- Dental science
- Dental surgery
- Odontology
- Orthodontics

Inclusions:

- Study of *dental hygiene and public dental health* is included in this field.

761 Child care and youth services

Child care and youth services is the study of the development and care of children and youths. It includes study of recreation and leisure activities as a social service for school children. Training programmes with the following main content are classified here:

- Child care
- Children recreation programmes
- Youth services
- Youth worker programs

Exclusions:

- Study of *early childhood education* is excluded from this field and included in field 141 'Teaching and training'.
- Study of *health care of children* is excluded from this field and included in field 723 'Nursing'.

762 Social work and counselling

Social work and counselling is the study of the welfare needs of communities, specific groups and individuals and the appropriate ways of meeting these needs. The focus is on social welfare with emphasis on social policy and practice. Training programmes with the following main content are classified here:

- Alcohol and drug abuse counselling
- Alcohol, tobacco, drugs
- Crisis support
- Family and marriage counselling
- Maltreatment
- Social policy
- Social practice
- Social theory (applied)
- Social work (welfare)
- Vocational counselling
- Vocational guidance

Inclusions:

- Study of *vocational guidance* is included in this field.

Exclusions:

- Study of *sociology and social science* is excluded from this field and included in field 310 'Social and behavioural science'.

811 Hotel, restaurant and catering

Hotel, restaurant and catering is the study of providing food, beverages, accommodation and related services at hotels, restaurants etc. Training programmes with the following main content are classified here:

- Cabin crew training
- Catering
- Cooking (restaurant and hotel-type)
- Food serving
- Hospitality services
- Hotel- and restaurant programmes
- Hotel receptionist training
- Hotel services
- Waiting and bar service

Exclusions:

- Study of *food processing* (industrial) is excluded from this field and included in field 541 'Food processing'.
- *Receptionist training (general)* is excluded from this field and included in field 346 'Secretarial and office work'.

812 Travel, tourism and leisure

Travel and tourism is the study of marketing and advertising tourist destinations and events. It includes the study of ticketing and reservation practices. **Leisure** is the study of recreational and leisure activities for individuals and groups. Training programmes with the following main content are classified here:

- Ground crew training (airport)
- Guiding, tour leading
- Recreation and leisure
- Tourist trades programmes
- Travel agency services
- Travel and tourism
- Travel services

Exclusions:

- Study of *recreation and leisure activities for school children* is excluded from this field and included in field 761 'Child care and youth services'.

813 Sports

Sports is the study of techniques and skills in a chosen sport. Training programmes with the following main content are classified here:

- Diving (sport)
- Football playing
- Gymnastics
- Sport trainer programmes
- Umpires and other sports officials

Exclusions:

• Training of school teachers in physical education (sports teachers) is excluded from this field and included in field 141 'Teaching and training'.

814 Domestic services,

Domestic services is the study of various domestic services, such as housekeeping, cleaning, laundering, sewing etc. Training programmes with the following main content are classified here:

- Caretaking, housekeeping and homeservice workers
- Chimney sweeping
- Cleaning
- Cooking (home)
- Domestic science
- Dry-cleaning
- Funeral services and mortuary science
- Home economics
- Laundry
- Needlework (home)
- Sewing (home)

Inclusions:

• Cleaning programmes are included in this field even if directed towards cleaning schools, hospitals, factories, etc.

Exclusions:

• Study of building maintenance is excluded from this field and included in field 582 'Building and civil engineering'.

815 Hair and beauty services

Hair and beauty services is the study of caring for the hair and the body for beautification etc. Training programmes with the following main content are classified here:

- Barbering
- Beauty therapy
- Cosmetology (make up)
- Hairdressing
- Fitness and weight control

840 Transport services

Transport services is the study of operating, navigating and directing ships, aircraft and other forms of transportation. Training programmes with the following main content are classified here:

- Air traffic control
- Aircraft operation
- Communication (air, railway, road etc.) programmes
- Crane operation and lorry driving

- Driving programmes
- Flying and navigation
- Navigation technologies
- Postal service
- Railway operations
- Road motor vehicle operations
- Ship operation
- Transport programmes

Exclusions:

• Cabin crew training is excluded from this field and included in field 811 'Hotel, restaurant and catering'.

• Programmes in telephone network services is excluded from this field and included in field 523 'Electronics and automation'.

850 Environmental protection

Environmental protection is the study of the relationships between living organisms and the environment in order to protect a wide range of natural resources, from air and drinking water to wildlife. It includes study of establishing and maintaining national parks in order to preserve their original natural state. Training programmes with the following main content are classified here:

- Air pollution control
- Ecology
- Environmental conservation
- Environmental control
- Environmental protection
- Environmental science
- Garbage disposal
- National parks and wildlife management
- Natural resources conservation
- Natural resource use programmes
- Noise pollution control
- Recycling
- Soil and water conservation
- Water pollution control
- Wildlife management

Inclusions:

• Programmes in services to the community dealing with items that affect public health, such as hygiene standards in food and water supply, disposal of garbage, street cleaning etc. is included in this field.

Exclusions:

• Study in forestry and horticulture is excluded from this field and included in fields under 62 'Agriculture, forestry and fishery'.

861 Protection of property and persons

Protection of property and persons is the study of services to the community concerning protection of property and persons. It comprises training in police work, public security, fire protection and fire fighting. Training programmes with the following main content are classified here:

- Civil security
- Customs programmes
- Fire technology
- Fire-protection (fire fighting)
- Life guarding

- Police work
- Policing studies
- Prison work
- Public security
- Security and loss prevention services

Exclusions:

- Study of *law* is excluded from this field and included in field 380 'Law'.
- Study of *criminology* is excluded from this field and included in field 310 'Social and behavioural science'.

862 Occupational health and safety

Occupational health and safety is study of recognising, evaluating and controlling environmental factors associated with the workplace. Training programmes with the following main content are classified here:

- Ergonomics (occupational health and safety)
- Health and safety in the workplace
- Industrial welfare
- Labour protection
- Labour security
- Labour welfare (safety)
- Occupational health and industrial hygiene
- Occupational safety
- Stress

Exclusions:

- Study of *vocational rehabilitation* and *occupational therapy* is excluded from this field and included in field 722 'Medical services'.

• Study of *labour law* is excluded from this field and included in 380 'Law'.

• Study of *ergonomics* is excluded from this field if emphasis is given to technical aspects and is included in the appropriate field under 52 'Engineering and engineering trades'.

863 Military

Military is the study of services to the community connected with war and defence, designed to provide training in the principles and practice of military science. Training programmes with the following main content are classified here:

- Army training
- Defence studies
- Military science

Exclusions:

- Military personnel participating in *non-military programmes* should be classified according to the subject content of the training program.

When writing the field descriptions in this manual, the 'Australian Bureau of Statistics Classification of Qualifications' (ABSCQ) has been helpful. Thank you, Australia, for letting us use some of your wordings.

Alphabetic Code List

This part of the manual, the alphabetic code list, is meant to be used as a tool when classifying training programmes or groups of training programmes into fields of training. It should be used as a guidance – if a possible code for a field is found, it must be verified by looking at the field description given on page 13-25 if it really is the appropriate code before using it.

A			
344	Accounting	210	Arts and crafts (broad programmes)
440	Acoustics	210	Arts (broad programmes)
212	Acting and directing	090	Assertiveness
460	Actuarial science	723	Assistant nursing
345	Administration	440	Astronomy
346	Administrative and secretarial services	440	Astrophysics
342	Advertising	440	Atmospheric sciences
525	Aeronautical engineering	341	Auctioneering
525	Aerospace engineering	721	Audiology/hearing sciences
211	Aesthetics	344	Auditing
621	Agricultural business/agribusiness operations	722	Auditory prosthetics
621	Agricultural economics	523	Automation
621	Agricultural sciences	525	Automotive electricity
621	Agriculture	525	Automotive electrics
525	Agriculture machinery mechanics	525	Automotive engineering
621	Agronomy and crop science	840	Aviation
840	Air crew programmes (flying and navigation)		
850	Air pollution control	B	
840	Air traffic control	721	Bacteriology
522	Air-conditioning programmes	541	Baking
525	Air-craft engineering	343	Bank teller programmes
525	Air-craft maintenance	343	Banking and finance
840	Aircraft operation	811	Bar service
762	Alcohol and drug abuse counselling	815	Barbering
762	Alcohol, tobacco, drugs	811	Bartender/mixologist
460	Algebra	723	Basic nursing
722	Ambulance service	010	Basic programmes
721	Anaesthesiology	080	Basic remedial programmes for adults
440	Analytical chemistry	621	Basic skills in agriculture
721	Anatomy	815	Beauty therapy
222	Ancient Greek	541	Beer brewing
621	Animal breeding	310	Behavioural sciences
640	Animal health care	221	Bible studies
621	Animal husbandry	521	Bicycle production
640	Animal reproduction (science)	521	Bicycle repair
621	Animal training	213	Binding and finishing (printing)
213	Animation	524	Biochemical technologies
310	Anthropology (except physical anthropology)	420	Biochemistry
460	Applied mathematics	420	Biology
224	Archaeology	420	Biometrics
581	Architectural urban design and planning	420	Biophysics
581	Architecture	524	Biotechnology engineering
322	Archival sciences	543	Boat building (non-motor)
090	Argumentation technique	521	Boilermaking and welding
863	Army training	213	Bookbinding
211	Art history	344	Bookkeeping
211	Art studies	813	Bookmaking (horses etc)
211	Art theory	420	Botany
		541	Brewing
		582	Bricklaying
		582	Brickwork and masonry
		582	Bridge construction
		321	Broadcast journalism
		523	Broadcasting electronics
		582	Building construction
		581	Building design

582 Building engineering
 582 Building maintenance
 582 Building renovation
 582 Building technology
 840 Bus and coach driving
 345 Business administration
 346 Business correspondence
 343 Business finance
 340 Business programmes, broad
 541 Butchering
 341 Buying and selling

 C
 811 Cabin crew training
 543 Cabinet making
 211 Calligraphy
 213 Camera operating
 543 Cane willow and bamboo work
 721 Cardiology
 723 Care of old people
 723 Care of the disabled
 814 Caretaking, housekeeping, homeservice
 543 Carpentry (not building)
 582 Carpentry and joinery (building)
 581 Cartography/Land surveying
 811 Catering
 582 Cement working
 215 Ceramics (craft)
 543 Ceramics (industrial)
 541 Cheese production
 524 Chemical engineering
 524 Chemical process engineering
 440 Chemistry
 761 Child care
 761 Children recreation programmes
 814 Chimney sweeping
 722 Chiropractic
 212 Choreography
 213 Cinematography
 212 Circus (art)
 581 City planning
 582 Civil engineering
 861 Civil security
 814 Cleaning
 346 Clerical programmes
 347 Clients' needs
 522 Climate engineering
 724 Clinical dentistry
 542 Clothing industry
 542 Clothing trades programmes
 542 Clothing, apparel and textile working
 525 Coachwork
 544 Coal mining
 344 Commercial assistants
 dataprocessing/accounting
 380 Commercial law
 840 Communication (air, railway, road etc.)
 090 Communication skills
 523 Communication systems
 321 Communication, mass- (wording and content)

523 Communications equipment installation
 523 Communications equipment maintenance
 581 Community development
 723 Community nursing
 581 Community planning
 347 Company knowledge
 224 Comparative literature
 213 Compositing (printing)
 212 Composition (music)
 213 Composition equipment operating
 523 Computer repairing
 523 Computer engineering
 213 Computer graphics
 481 Computer programming
 481 Computer science
 482 Computer software use
 481 Computer system analysis
 481 Computer system design
 213 Computer type-setting
 482 Computer use
 212 Conducting (music)
 541 Confectionary
 850 Conservation and land management
 215 Conservation of cultural material
 582 Constructing plant operation
 582 Construction technology
 582 Constructional engineering
 582 Constructional metalwork (building)
 814 Consumer economics
 341 Consumer services
 523 Control engineering
 814 Cooking (home)
 811 Cooking (restaurant and hotel-type)
 090 Cooperation
 815 Cosmetic services
 815 Cosmetology
 214 Costume design
 762 Counselling
 346 Court reporting
 215 Craft programmes
 215 Crafts, folk arts and artisanry
 840 Crane driving
 223 Creative writing
 380 Criminal justice studies
 310 Criminology
 762 Crisis support
 621 Crop husbandry
 811 Culinary arts
 224 Cultural history
 142 Curriculum development (theory)
 814 Custodian/caretaker
 542 Custom tailoring
 861 Customs programmes
 542 Cutting and tailoring
 721 Cytology

 D
 541 Dairy foods (industrial)
 341 Dairy retailing
 541 Dairy science

- 212 Dance (art)
 460 Data analysis (mathematics/statistics)
 346 Data entry
 523 Data processing technology
 215 Decorative metal crafts
 624 Deep sea fishing
 863 Defence studies
 310 Demography/population studies
 582 Demolition
 341 Demonstration techniques
 724 Dental assisting
 724 Dental hygiene
 724 Dental laboratory technology
 724 Dental nursing
 724 Dental science
 724 Dental surgery
 724 Dental technology
 724 Dentistry
 721 Dermatology
 214 Design
 214 Design of industrial products (art)
 213 Desktop publishing
 310 Development and child psychology
 090 Development of behavioural capacities
 090 Development of mental skills
 090 Development of personal organisational capacities
 142 Didactics
 722 Dietician programmes
 523 Digital technology
 212 Directing (theatre)
 213 Discjockey training
 142 Distance education methodology
 541 Distilling
 861 Diving (professional)
 813 Diving (sport)
 582 Dock and harbour engineering
 322 Documentation
 621 Dog breeding
 814 Domestic science
 212 Drama
 211 Drawing (art)
 520 Drawing, technical (broad programmes)
 542 Dressmaking
 141 Driver and safety teacher education
 141 Driving instructor training
 840 Driving programmes
 814 Dry-cleaning
- E
- 141 Early childhood teaching
 440 Earth science
 850 Ecology
 310 Econometrics
 210 Economic history
 310 Economics
 340 Economics, business
 142 Education science
 142 Education technology
- 142 Educational assessment, testing and measurement
 142 Educational evaluation and research
 345 Educational management
 522 Electrical appliances repairing
 522 Electrical engineering
 522 Electrical fitting
 522 Electrical power generation
 522 Electrical trades programmes
 481 Electronic data processing
 523 Electronic engineering
 523 Electronic equipment servicing
 141 Elementary teacher education
 215 Embroidery (craft)
 542 Embroidery and needlework (industrial)
 722 Emergency para-medical technologies
 345 Employment management
 522 Energy programmes
 522 Energy studies
 520 Engineering (broad programmes)
 090 Enhancing personal skills
 345 Enterprise training
 420 Entomology
 850 Environmental conservation
 850 Environmental control
 850 Environmental protection
 850 Environmental science
 850 Environmental studies
 850 Environmental toxicology
 721 Epidemiology
 862 Ergonomics (occupational health and safety)
 211 Etching (art)
 224 Ethics
 310 Ethnic and cultural studies
 310 Ethnology
 582 Excavation engineering
- F
- 762 Family and marriage counselling
 090 Family life development training
 621 Farm and ranch management
 621 Farm maintenance
 621 Farming
 214 Fashion design
 212 Fashion modelling
 215 Fibre, textile and weaving arts
 213 Film production
 343 Finance theory
 343 Finance, banking, insurance
 343 Financial management
 211 Fine art printmaking
 861 Fire technology
 861 Fire-protection (fire fighting)
 624 Fish breeding
 624 Fish farms
 624 Fish husbandry
 624 Fishery
 624 Fishery science and technology
 815 Fitness and weight control

815 Fitness services
 141 Flight instructor training
 582 Floor and wall tiling
 582 Floor covering
 622 Floriculture
 215 Floristry (flower arranging)
 840 Flying and navigation
 541 Food and drink processing
 811 Food and hospitality services
 541 Food engineering
 541 Food handling/hygiene
 541 Food preparation
 541 Food preservation
 541 Food processing industry
 541 Food programmes
 541 Food science
 541 Food science and technology
 811 Food serving
 813 Football playing
 542 Footwear making
 346 Foreign language secretary programmes
 222 Foreign languages
 721 Forensic medicine
 722 Forensic medicine technology
 623 Forest keeping
 623 Forest product techniques
 623 Forest ranging
 623 Forestry
 840 Fork-lift driving
 621 Fruit growing
 621 Fruit production
 080 Functional literacy
 814 Funeral services and mortuary science
 542 Fur making
 543 Furniture crafts
 543 Furniture making
 542 Furrier
 310 Futurology

G

850 Garbage disposal
 622 Gardening
 542 Garment production
 522 Gas distribution
 440 Gemmology
 721 General medicine
 420 Genetics
 440 Geodesy
 310 Geography, (cultural)
 440 Geography (nature)
 440 Geography (physical)
 440 Geology
 460 Geometry
 440 Geophysics
 440 Geoscience
 723 Gerontological services
 721 Gerontology
 215 Glass arts and craft
 543 Glass production
 543 Glass working (industrial)

582 Glazing
 440 Global change science
 215 Goldsmithing
 621 Goose keeping
 621 Grain growing
 213 Graphic design
 213 Graphic reproduction
 622 Greenhouse operations
 622 Greenkeeping
 812 Ground crew training (airport)
 812 Guiding, tour leading
 521 Gunsmith
 813 Gymnastics
 721 Gynaecology

H

721 Haematology
 815 Hairdressing
 215 Handicrafts
 862 Health and safety in the work place
 723 Health care programmes
 722 Hearing aid technology
 522 Heating trades programmes
 525 Helicopter construction
 721 Histology
 224 History
 224 History and philosophy of science and technology
 211 History of art
 380 History of law
 224 History of science and ideas
 814 Home economics
 223 Home language
 721 Homeopathic medicine
 621 Horse breeding
 621 Horse husbandry
 622 Horticulture
 622 Horticulture
 811 Hospitality services
 811 Hotel receptionist training
 811 Hotel services
 811 Hotel- and restaurant programmes
 811 Hotel/motel and restaurant services
 345 Human resources management
 310 Human rights
 623 Hunting and trapping
 521 Hydraulics
 440 Hydrogeology
 440 Hydrology
 850 Hygiene, community
 723 Hygiene, medical
 722 Hypnotherapy

I

213 Illustration
 721 Immunology
 541 Industrial bakery/flour production
 214 Industrial design (artistic)
 543 Industrial diamond production
 347 Industrial relations

862 Industrial welfare
 723 Infant hygiene (nursing)
 481 Informatics (computer science)
 321 Information (wording and content)
 346 Information processing/data entry
 322 Information science
 322 Information searching
 582 Insulation
 343 Insurance
 214 Interior architecture
 214 Interior decorating
 214 Interior design
 721 Internal medicine
 310 International cultures
 310 International economics
 310 International relations
 482 Internet use programmes
 222 Interpretation programmes
 347 Induction courses at work
 343 Investment analysis
 343 Investments and securities
 582 Irrigation and drainage (construction)
 621 Irrigation techniques

J

215 Jewellery design
 215 Jewellery making (craft)
 862 Job safety
 090 Job-seeking programmes
 813 Jockeying
 582 Joining and carpentry
 321 Journalism
 380 Jurisprudence

K

346 Keyboard skills
 542 Knitting (industrial)

L

524 Laboratory assistant programmes
 524 Laboratory technician programmes
 524 Laboratory technology
 380 Labour law
 862 Labour protection
 862 Labour security
 862 Labour welfare (safety)
 581 Landscape architecture
 622 Landscape gardening
 223 Language maintenance
 222 Languages, 'dead'
 222 Languages, foreign
 223 Languages, native
 215 Lapidary and jewellery
 222 Latin
 814 Laundry
 380 Law
 861 Law enforcement
 213 Lay-out
 542 Leather goods maker
 542 Leather goods production

542 Leather processing
 542 Leather trades programmes
 380 Legal practice
 346 Legal secretary programmes
 380 Legal studies
 812 Leisure and tourism
 322 Librarianship training
 322 Library programmes
 861 Life guarding
 090 Life orientation programmes
 420 Life sciences
 420 Limnology
 222 Linguistics, foreign languages
 223 Linguistics, native language
 080 Literacy
 224 Literature history
 211 Lithography
 345 Local public administration
 521 Locksmith and safe repairer
 224 Logic
 345 Logistic management

M

840 Mail operations
 622 Maintaining sports turf
 520 Maintenance engineering (broad programmes)
 815 Make-up
 215 Making of musical instruments (not industrial)
 762 Maltreatment
 345 Management of education
 345 Management science
 345 Management skills
 346 Management support services
 815 Manicure
 624 Mariculture
 525 Marine construction
 440 Marine science
 525 Maritime engineering
 342 Market research
 342 Marketing
 582 Mason and tile setting
 582 Masonry
 321 Mass communication (wording and content)
 815 Massage (beauty)
 722 Massage (medical)
 460 Mathematical statistics
 460 Mathematics
 541 Meat processing
 521 Mechanical engineering
 521 Mechanical trades programmes
 213 Media techniques
 722 Medical laboratory technology
 721 Medical science
 346 Medical secretary programmes
 722 Medical technology
 721 Medical training
 722 Medical x-ray techniques
 721 Medicine
 224 Medieval and renaissance studies
 722 Mental health services

342 Merchandising
 521 Metal casting and patternmaking
 521 Metal fitting, turning and machining
 521 Metal trades programmes
 521 Metallurgical engineering
 521 Metallurgical technology
 440 Meteorology
 420 Microbiology
 521 Micromechanics
 723 Midwifery
 863 Military science
 544 Mineral technology
 440 Mineralogy
 544 Mining engineering
 544 Mining technology
 221 Missionary studies and missiology
 420 Molecular biology
 223 Mother tongue programmes
 723 Mothercraft nursing
 525 Motorbike mechanics
 525 Motorcycle engineering
 310 Multicultural studies
 224 Museology
 322 Museum documentation
 212 Music
 212 Music and the stage
 215 Musical instruments (repairing and tuning)

N

310 National accounts
 850 National parks and wildlife management
 850 Natural resource use programmes
 850 Natural resources conservation
 721 Naturopathic medicine
 840 Nautical science
 525 Naval engineering
 840 Navigation technologies
 215 Needle craft
 814 Needlework (home)
 481 Network administration
 523 Network technology
 721 Neurology
 321 News reporting
 850 Noise pollution control
 722 Nuclear medicine technologies
 440 Nuclear physics
 522 Nuclear, hydraulic and thermal energy
 080 Numeracy
 460 Numerical analysis
 622 Nursery management (horticulture)
 723 Nursing
 723 Nursing aide/Orderly
 141 Nursing education (teacher training)
 722 Nutrition
 722 Nutrition and dietetics

O

721 Obstetrics and gynaecology
 862 Occupational health and industrial hygiene
 862 Occupational health and safety

722 Occupational therapy
 440 Ocean life sciences
 440 Oceanography
 724 Odontology
 346 Office automation
 345 Office management
 544 Oil and gas extraction
 524 Oil refining
 524 Oil/gas/petrochemicals processing
 621 Olive growing
 721 Oncology
 481 Operating systems
 346 Operation of office machines
 460 Operations research
 721 Ophthalmics
 721 Ophthalmology
 722 Optical lens making
 722 Optical prosthetics/lenses
 440 Optics
 722 Optometry
 621 Orchards construction
 440 Organic chemistry
 347 Organisation at work
 345 Organisational theory and behaviour
 420 Ornithology
 724 Orthodontics
 722 Orthopaedic prosthetics
 722 Osteopathy

P

341 Packing
 721 Paediatrics
 211 Painting (art)
 582 Painting and wall covering
 440 Palaeontology
 525 Panel beating
 543 Paper manufacturing and processing
 380 Para-legal studies
 722 Para-medical programmes
 420 Parasitology
 541 Pastry cooking
 721 Pathology
 310 Peace and conflict studies
 142 Pedagogical sciences (education)
 815 Pedicure
 542 Pelt worker
 343 Pension insurance
 345 Performance appraisal
 212 Performing arts
 090 Personal career planning
 090 Personal development
 345 Personnel administration
 345 Personnel management
 440 Petrology
 420 Pharmacology
 722 Pharmacy
 223 Philology (native language)
 224 Philosophy
 211 Philosophy of art
 213 Photo developing

213 Photography
 141 Physical education teacher training
 813 Physical training (sports)
 440 Physics
 721 Physiology
 722 Physiotherapy
 215 Picture framing
 621 Pig farming
 582 Pipe fitting
 440 Planetary sciences
 524 Plant and machine operation (processing)
 582 Plastering (building)
 543 Plastic manufacturing
 721 Plastic surgery
 582 Plumbing
 861 Police work
 861 Policing studies
 310 Political economy
 310 Political science
 310 Politics
 440 Polymer chemistry
 090 Positive thinking
 141 Post-school teacher training
 840 Postal service
 621 Poultry husbandry
 522 Power production
 522 Powerline installation and maintenance
 141 Pre-primary teacher training
 521 Precision mechanics
 090 Presentation technique
 721 Preventive and social medicine
 141 Primary teaching
 213 Printing
 213 Printing machining
 861 Prison work
 460 Probability theory
 524 Process technology
 622 Production of ornamental plants
 481 Programming (computer)
 481 Programming languages (Visual Basic, C++ etc.)
 223 Proof-reading programmes
 341 Property sales
 723 Psychiatric nursing
 721 Psychiatry
 310 Psychoanalysis
 310 Psychology
 345 Public administration
 345 Public and institution management
 720 Public health programmes
 342 Public relations
 861 Public security
 090 Public speaking
 321 Publishing (dissemination of messages)
 213 Publishing design
 341 Purchasing
 341 Purchasing, procurement and contracts

Q

347 Quality assurance
 520 Quality control (technical)
 345 Quality management
 582 Quantity surveying
 544 Quarry supervision

R

621 Race horse care
 213 Radio and TV production
 722 Radiography
 722 Radiotherapy
 840 Railway operations
 544 Raw material extraction
 341 Real-estate business
 346 Receptionist training
 213 Recorded music production
 812 Recreation and leisure
 812 Recreation management
 345 Recruitment
 850 Recycling
 722 Reflexology
 522 Refrigeration programmes
 850 Refuse collection
 722 Rehabilitation
 221 Religion
 221 Religious history
 221 Religious studies
 341 Retailing
 582 Road building
 840 Road motor vehicle operations
 523 Robotics
 582 Roof fixing
 543 Rubber manufacturing
 581 Rural development
 621 Rye and wheat growing

S

542 Saddlery
 342 Sales and marketing
 341 Sales representatives
 815 Salon services (beauty therapy)
 582 Sanitation (building)
 850 Sanitation, community
 222 Sanskrit
 582 Scaffolding work
 213 Screen printing
 211 Sculpture
 840 Seamanship
 840 Seamen's programmes
 222 Second languages
 141 Secondary teaching
 346 Secretarial programmes
 861 Security and loss prevention services
 861 Security guarding
 440 Seismology
 090 Self esteem skills
 090 Self-confidence

222	Semantics, foreign languages	343	Stock-broking
223	Semantics, native language	341	Stock-keeping
814	Sewing (home)	721	Stomatology
542	Sewing (industrial)	215	Stone carving (craft)
621	Sheep farming	543	Stone cutting
521	Sheetmetal working	582	Stonemasonry
624	Shellfish breeding	850	Street cleaning
840	Ship operation	862	Stress at work
525	Shipbuilding	581	Structural architecture
542	Shoe production	582	Structural engineering
542	Shoe, boot and leather repairing	310	Studies of regional cultures
542	Shoemaking	221	Study of different religions
346	Shorthand	721	Surgery
223	Sign language	581	Surveying
213	Silk screen printing	346	Switchboard operating
215	Silversmithing	543	Synthetic fibre manufacturing
080	Simple literacy		
542	Skins and leather production		T
090	Social competence	542	Tailoring
310	Social conflict theory	344	Tax accounting
310	Social geography	141	Teacher education
343	Social insurance	141	Teacher training
762	Social policy	141	Teacher training in a practical subject
762	Social practice	141	Teacher training in a theoretical subject
310	Social sciences	141	Teacher training in a vocational subject
762	Social theory (applied)	141	Teacher training in an aesthetic subject
762	Social work (welfare)	090	Teamwork
310	Social/human geography	520	Technical drawing (broad programmes)
310	Sociology	141	Technical teaching
542	Soft furnishings	523	Telecommunication technology
482	Software for calculating (spreadsheets)	341	Telephone selling
482	Software for data processing	523	Television and radio repairing
482	Software for desktop publishing	542	Textile techniques
482	Software for word processing	542	Textile trades programmes
481	Software localisation	542	Textiles, clothing and footwear
481	Software testing	212	Theatre
850	Soil and water conservation	221	Theology
621	Soil and water technician programmes	214	Three dimensional design
621	Soil fertility	543	Timber technology
621	Soil science	090	Time management
522	Solar energy	541	Tobacco processing
213	Sound and vision	521	Tool and die making
213	Sound engineering	581	Topography
440	Space science	812	Tourism
141	Special education teaching	812	Tourist trades programmes
223	Speech and rhetorical studies (native language)	581	Town and country planning
722	Speech pathology and therapy	581	Town and regional planning
542	Spinning	581	Town planning
813	Sport leadership	420	Toxicology
813	Sport trainer training	347	Trade union courses (general)
813	Sports	345	Training management
813	Sports coaching	721	Training of doctors
622	Sports grounds maintenance	141	Training of instructors in companies etc.
813	Sports instructor training	721	Training of physicians
214	Stage designing	141	Training of trainers
345	Start your own business-courses	222	Translation programmes
460	Statistics	840	Transport programmes
521	Steel production	812	Travel agency services
346	Stenography	812	Travel and tourism
811	Stewardess/steward training	812	Travel services

840 Truck driving
 622 Turf cultivation
 622 Turf management
 213 Type-setting
 346 Typing

U

813 Umpires and other sports officials
 542 Upholstery
 581 Urban planning
 581 Urban studies

V

525 Varnishers/sprayers
 621 Vegetable plantation
 525 Vehicle and motor engineering
 525 Vehicle building
 525 Vehicle diagnostics
 525 Vehicle electricity
 525 Vehicle mechanics
 525 Vehicle painting
 525 Vehicle repairing
 525 Vehicle trimming
 582 Ventilation (building)
 640 Veterinary assisting
 640 Veterinary medicine
 640 Veterinary science
 621 Vineyard construction
 420 Virology
 621 Viticulture
 762 Vocational counselling
 762 Vocational guidance
 722 Vocational rehabilitation
 440 Vulcanology

W

811 Waiting and bar service
 341 Ware-housing
 521 Watchmaking
 850 Water pollution control
 850 Water supply (service)
 582 Water supply and sewerage engineering
 582 Water technology and engineering
 215 Weaving (craft)
 542 Weaving (industrial)
 521 Welding
 341 Wholesaling
 815 Wig making
 850 Wildlife management
 850 Wildlife ranger studies
 214 Window dressing
 621 Wine growing
 541 Wine production
 541 Wine science
 541 Wine storing/maturing
 310 Women's studies
 543 Wood machining and turning
 543 Wood technology
 215 Woodcarving
 543 Woodwork trades programmes
 543 Woodworking and carpentry
 542 Wool science
 347 Work development
 347 Working life

Y

761 Youth recreation programmes
 761 Youth services
 761 Youth worker programmes

Z

420 Zoology

Systematic Code List

This part of the manual, the systematic code list, is meant to be used as a tool when classifying training programmes or groups of training programmes into fields of training. It should be used as a guidance – if a possible code for a field is found, it must be verified by looking at the field description given on page 13-25 if it really is the appropriate code before using it.

010 *Basic programmes*

Basic programmes

080 *Literacy and numeracy*

Basic remedial programmes for adults

Functional literacy

Literacy

Numeracy

Simple literacy

090 *Personal development*

Argumentation technique

Assertiveness

Communication skills

Cooperation

Development of behavioural capacities

Development of mental skills

Development of personal organisational capacities

Enhancing personal skills

Family life development training

Job-seeking programmes

Life orientation programmes

Personal career planning

Personal development

Positive thinking

Presentation technique

Public speaking

Self esteem skills

Self-confidence

Social competence

Teamwork

Time management

141 *Teaching and training*

Driver and safety teacher education

Driving instructor training

Early childhood teaching

Elementary teacher education

Flight instructor training

Nursing education (teacher training)

Physical education teacher training

Post-school teacher training

Pre-primary teacher training

Primary teaching

Secondary teaching

Special education teaching

Teacher education

Teacher training

Teacher training in a practical subject

Teacher training in a theoretical subject

Teacher training in a vocational subject

Teacher training in an aesthetic subject

Technical teaching

Training of instructors in companies etc.

Training of trainers

142 *Education science*

Curriculum development (theory)

Didactics

Distance education methodology

Education science

Education technology

Educational assessment, testing and measurement

Educational evaluation and research

Pedagogical sciences (education)

211 *Fine arts*

Aesthetics

Art history

Art studies

Art theory

Calligraphy

Drawing (art)

Etching (art)

Fine art printmaking

History of art

Lithography

Painting (art)

Philosophy of art

Sculpture

212 *Music and performing arts*

Acting and directing

Choreography

Circus (art)

Composition (music)

Conducting (music)

Dance (art)

Directing (theatre)

Drama

Fashion modelling

Music

Music and the stage

Performing arts

Theatre

213 *Audio-visual techniques and media production*

Animation

Binding and finishing (printing)

Bookbinding

Camera operating

Cinematography

Compositing (printing)

Composition equipment operating

Computer graphics

Computer type-setting

Desktop publishing

Discjockey training

Film production

Graphic design

Graphic reproduction

Illustration

Lay-out
Media techniques
Photo developing
Photography
Printing
Printing machining
Publishing design
Radio and TV production
Recorded music production
Screen printing
Silk screen printing
Sound and vision
Sound engineering
Type-setting

214 Design

Costume design
Design
Design of industrial products (art)
Fashion design
Industrial design (artistic)
Interior architecture
Interior decorating
Interior design
Stage designing
Three dimensional design
Window dressing

215 Craft skills

Ceramics (craft)
Conservation of cultural material
Craft programmes
Crafts, folk arts and artisanry
Decorative metal crafts
Embroidery (craft)
Fibre, textile and weaving arts
Floristry (flower arranging)
Glass arts and craft
Goldsmithing
Handicrafts
Jewellery design
Jewellery making (craft)
Lapidary and jewellery
Making of musical instruments (not industrial)
Musical instruments (repairing and tuning)
Needle craft
Picture framing
Silversmithing
Stone carving (craft)
Weaving (craft)
Woodcarving

221 Religion and theology

Bible studies
Missionary studies and missiology
Religion
Religious history
Religious studies
Study of different religions
Theology

222 Foreign languages and cultures

Ancient Greek
Foreign languages
Interpretation programmes

Languages, 'dead'
Languages, foreign
Latin
Linguistics, foreign languages
Sanskrit
Second languages
Semantics, foreign languages
Translation programmes

223 Mother tongue

Creative writing
Home language
Language maintenance
Languages, native
Linguistics, native language
Mother tongue programmes
Philology (native language)
Proof-reading programmes
Semantics, native language
Sign language
Speech and rhetorical studies (native language)

224 History, philosophy and related subjects

Archaeology
Comparative literature
Cultural history
Ethics
History
History and philosophy of science and technology
History of science and ideas
Literature history
Logic
Medieval and renaissance studies
Museology
Philosophy

310 Social and behavioural science

Anthropology (except physical anthropology)
Behavioural sciences
Criminology
Demography/population studies
Development and child psychology
Econometrics
Economic history
Economics
Ethnic and cultural studies
Ethnology
Futurology
Geography (cultural)
Human rights
International cultures
International economics
International relations
Multicultural studies
National accounts
Peace and conflict studies
Political economy
Political science
Politics
Psychoanalysis
Psychology
Social conflict theory
Social geography
Social sciences
Social/human geography

Sociology
Studies of regional cultures
Women's studies

321 Journalism and reporting

Broadcast journalism
Communication, mass- (wording and content)
Information (wording and content)
Journalism
Mass communication (wording and content)
News reporting
Publishing (dissemination of messages)

322 Library, information, archive

Archival sciences
Documentation
Information science
Librarianship training
Library programmes
Museum documentation

341 Wholesale and retail sales

Auctioneering
Buying and selling
Consumer services
Dairy retailing
Demonstration techniques
Packing
Property sales
Purchasing
Purchasing, procurement and contracts
Real-estate business
Retailing
Sales representatives
Stock-keeping
Telephone selling
Ware-housing
Wholesaling

342 Marketing and advertising

Advertising
Market research
Marketing
Merchandising
Public relations
Sales and marketing

343 Finance, banking, insurance

Bank teller programmes
Banking and finance
Business finance
Finance theory
Finance, banking, insurance
Financial management
Insurance
Investment analysis
Investments and securities
Pension insurance
Social insurance
Stock-broking

344 Accounting and taxation

Accounting
Auditing
Bookkeeping

Commercial assistants dataprocessing/accounting
Tax accounting

345 Management and administration

Administration
Business administration
Educational management
Employment management
Enterprise training
Human resources management
Local public administration
Logistic management
Management of education
Management science
Management skills
Office management
Organisational theory and behaviour
Performance appraisal
Personnel administration
Personnel management
Public administration
Public and institution management
Quality management
Recruitment
Start your own business-courses
Training management

346 Secretarial and office work

Administrative and secretarial services
Business correspondence
Clerical programmes
Court reporting
Data entry
Foreign language secretary programmes
Information processing/data entry
Keyboard skills
Legal secretary programmes
Management support services
Medical secretary programmes
Office automation
Operation of office machines
Receptionist training
Secretarial programmes
Shorthand
Stenography
Switchboard operating
Typing

347 Working life

Clients' needs
Company knowledge
Industrial relations
Induction courses at work
Organisation at work
Quality assurance
Trade union courses (general)
Work development

380 Law

Commercial law
Criminal justice studies
History of law
Jurisprudence
Labour law
Law

Legal practice
Legal studies
Para-legal studies

420 Life science

Biochemistry
Biology
Biometrics
Biophysics
Botany
Entomology
Genetics
Life sciences
Limnology
Microbiology
Molecular biology
Ornithology
Parasitology
Pharmacology
Toxicology
Virology
Zoology

440 Physical science

Acoustics
Analytical chemistry
Astronomy
Astrophysics
Atmospheric sciences
Chemistry
Earth science
Gemmology
Geodesy
Geography (nature)
Geography (physical)
Geology
Geophysics
Geoscience
Global change science
Hydrogeology
Hydrology
Marine science
Meteorology
Mineralogy
Nuclear physics
Ocean life sciences
Oceanography
Optics
Organic chemistry
Palaeontology
Petrology
Physics
Planetary sciences
Polymer chemistry
Seismology
Space science
Vulcanology

460 Mathematics and statistics

Actuarial science
Algebra
Applied mathematics
Data analysis (mathematics/statistics)
Geometry
Mathematical statistics

Mathematics
Numerical analysis
Operations research
Probability theory
Statistics

481 Computer science

Computer programming
Computer science
Computer system analysis
Computer system design
Electronic data processing
Informatics (computer science)
Network administration
Operating systems
Programming (computer)
Programming languages (Visual Basic, C++ etc.)
Software localisation
Software testing

482 Computer use

Computer software use
Computer use
Internet use programmes
Software for calculating (spreadsheets)
Software for data processing
Software for desktop publishing
Software for word processing

521 Mechanics and metal work

Bicycle production
Bicycle repair
Boilermaking and welding
Gunsmith
Hydraulics
Locksmith and safe repairer
Mechanical engineering
Mechanical trades programmes
Metal casting and patternmaking
Metal fitting, turning and machining
Metal trades programmes
Metallurgical engineering
Metallurgical technology
Micromechanics
Precision mechanics
Sheetmetal working
Steel production
Tool and die making
Watchmaking
Welding

522 Electricity and energy

Air-conditioning programmes
Climate engineering
Electrical appliances repairing
Electrical engineering
Electrical fitting
Electrical power generation
Electrical trades programmes
Energy programmes
Energy studies
Gas distribution
Heating trades programmes
Nuclear, hydraulic and thermal energy
Power production

Powerline installation and maintenance
Refrigeration programmes
Solar energy

523 Electronics and automation

Automation
Broadcasting electronics
Communication systems
Communications equipment installation
Communications equipment maintenance
Computer repairing
Computer engineering
Control engineering
Data processing technology
Digital technology
Electronic engineering
Electronic equipment servicing
Network technology
Robotics
Telecommunication technology
Television and radio repairing

524 Chemical and process

Biochemical technologies
Biotechnology engineering
Chemical engineering
Chemical process engineering
Laboratory assistant programmes
Laboratory technician programmes
Laboratory technology
Oil refining
Oil/gas/petrochemicals processing
Plant and machine operation (processing)
Process technology

525 Motor vehicles, ships and aircraft

Aeronautical engineering
Aerospace engineering
Agriculture machinery mechanics
Air-craft engineering
Air-craft maintenance
Automotive electricity
Automotive electrics
Automotive engineering
Coachwork
Helicopter construction
Marine construction
Maritime engineering
Motorcycle engineering
Motorbike mechanics
Naval engineering
Panel beating
Shipbuilding
Varnishers/sprayers
Vehicle and motor engineering
Vehicle building
Vehicle diagnostics
Vehicle electricity
Vehicle mechanics
Vehicle painting
Vehicle repairing
Vehicle trimming

541 Food processing

Baking
Beer brewing
Brewing
Butchering
Cheese production
Confectionary
Dairy foods (industrial)
Dairy science
Distilling
Food and drink processing
Food handling/hygiene
Food engineering
Food preparation
Food preservation
Food processing industry
Food programmes
Food science
Food science and technology
Industrial bakery/flour production
Meat processing
Pastry cooking
Tobacco processing
Wine production
Wine science
Wine storing/maturing

542 Textiles, clothes, footwear, leather

Clothing industry
Clothing trades programmes
Clothing, apparel and textile working
Custom tailoring
Cutting and tailoring
Dressmaking
Embroidery and needlework (industrial)
Footwear making
Fur making
Furrier
Garment production
Knitting (industrial)
Leather goods maker
Leather goods production
Leather processing
Leather trades programmes
Pelt worker
Saddlery
Sewing (industrial)
Shoe production
Shoe, boot and leather repairing
Shoemaking
Skins and leather production
Soft furnishings
Spinning
Tailoring
Textile techniques
Textile trades programmes
Textiles, clothing and footwear
Upholstery
Weaving (industrial)
Wool science

543 Materials (wood, paper, plastic, glass)

Boat building (non-motor)
Cabinet making

Cane willow and bamboo work
 Carpentry (not building)
 Ceramics (industrial)
 Furniture crafts
 Furniture making
 Glass production
 Glass working (industrial)
 Industrial diamond production
 Paper manufacturing and processing
 Plastic manufacturing
 Rubber processing
 Stone cutting
 Synthetic fibre manufacturing
 Timber technology
 Wood machining and turning
 Wood technology
 Woodwork trades programmes
 Woodworking and carpentry

544 Mining and extraction

Coal mining
 Mineral technology
 Mining engineering
 Mining technology
 Oil and gas extraction
 Quarry supervision
 Raw material extraction

581 Architecture and town planning

Architectural urban design and planning
 Architecture
 Building design
 Cartography/Land surveying
 City planning
 Community development
 Community planning
 Landscape architecture
 Rural development
 Structural architecture
 Surveying
 Topography
 Town and country planning
 Town and regional planning
 Town planning
 Urban planning
 Urban studies

582 Building and civil engineering

Bricklaying
 Brickwork and masonry
 Bridge construction
 Building construction
 Building engineering
 Building maintenance
 Building renovation
 Building technology
 Carpentry and joinery (building)
 Cement working
 Civil engineering
 Constructing plant operation
 Construction technology
 Constructional engineering
 Constructional metalwork (building)
 Demolition
 Dock and harbour engineering

Excavation engineering
 Floor and wall tiling
 Floor covering
 Glazing
 Insulation
 Irrigation and drainage (construction)
 Joining and carpentry
 Mason and tile setting
 Masonry
 Painting and wall covering
 Pipe fitting
 Plastering (building)
 Plumbing
 Quantity surveying
 Road building
 Roof fixing
 Sanitation (building)
 Scaffolding work
 Stonemasonry
 Structural engineering
 Water supply and sewerage engineering
 Water technology and engineering
 Ventilation (building)

621 Crop and livestock production

Agricultural business/agribusiness operations
 Agricultural economics
 Agricultural sciences
 Agriculture
 Agronomy and crop science
 Animal breeding
 Animal husbandry
 Animal training
 Basic skills in agriculture
 Crop husbandry
 Dog breeding
 Farm and ranch management
 Farm maintenance
 Farming
 Fruit growing
 Fruit production
 Goose keeping
 Grain growing
 Horse breeding
 Horse husbandry
 Irrigation techniques
 Olive growing
 Orchards construction
 Pig farming
 Poultry husbandry
 Race horse care
 Rye and wheat growing
 Sheep farming
 Soil and water technician programmes
 Soil fertility
 Soil science
 Vegetable plantation
 Wine growing
 Vineyard construction
 Viticulture

622 Horticulture

Floriculture
 Gardening
 Greenhouse operations

Greenkeeping
 Horticultural techniques
 Horticulture
 Landscape gardening
 Maintaining sports turf
 Nursery management (horticulture)
 Production of ornamental plants
 Sports grounds maintenance
 Turf cultivation
 Turf management

623 Forestry

Forest keeping
 Forest product techniques
 Forest ranging
 Forestry
 Hunting and trapping

624 Fisheries

Deep sea fishing
 Fish breeding
 Fish farms
 Fish husbandry
 Fishery
 Fishery science and technology
 Mariculture
 Shellfish breeding

640 Veterinary

Animal health care
 Animal reproduction (science)
 Veterinary assisting
 Veterinary medicine
 Veterinary science

721 Medicine

Anaesthesiology
 Anatomy
 Audiology/hearing sciences
 Bacteriology
 Cardiology
 Cytology
 Dermatology
 Epidemiology
 Forensic medicine
 General medicine
 Gerontology
 Gynaecology
 Haematology
 Histology
 Homeopathic medicine
 Immunology
 Internal medicine
 Medical science
 Medical training
 Medicine
 Naturopathic medicine
 Neurology
 Obstetrics and gynaecology
 Oncology
 Ophthalmics
 Ophthalmology
 Paediatrics
 Pathology
 Physiology

Plastic surgery
 Preventive and social medicine
 Psychiatry
 Stomatology
 Surgery
 Training of doctors
 Training of physicians

722 Medical services

Ambulance service
 Auditory prosthetics
 Chiropractic
 Dietician programmes
 Emergency para-medical technologies
 Forensic medicine technology
 Hearing aid technology
 Hypnotherapy
 Massage (medical)
 Medical laboratory technology
 Medical technology
 Medical x-ray techniques
 Mental health services
 Nuclear medicine technologies
 Nutrition
 Nutrition and dietetics
 Occupational therapy
 Optical lens making
 Optical prosthetics/lenses
 Optometry
 Orthopaedic prosthetics
 Osteopathy
 Para-medical programmes
 Pharmacy
 Physiotherapy
 Radiography
 Radiotherapy
 Reflexology
 Rehabilitation
 Speech pathology and therapy
 Vocational rehabilitation

723 Nursing

Assistant nursing
 Basic nursing
 Care of old people
 Care of the disabled
 Community nursing
 Gerontological services
 Health care programmes
 Hygiene, medical
 Infant hygiene (nursing)
 Midwifery
 Mothercraft nursing
 Nursing
 Nursing aide/Orderly
 Psychiatric nursing

724 Dental studies

Clinical dentistry
 Dental assisting
 Dental hygiene
 Dental laboratory technology
 Dental nursing
 Dental science
 Dental surgery

Dental technology
Dentistry
Odontology
Orthodontics

761 Child care and youth services

Child care
Children recreation programmes
Youth recreation programmes
Youth services
Youth worker programmes

762 Social work and counselling

Alcohol and drug abuse counselling
Alcohol, tobacco, drugs
Counselling
Crisis support
Family and marriage counselling
Maltreatment
Social policy
Social practice
Social theory (applied)
Social work (welfare)
Vocational counselling
Vocational guidance

811 Hotel, restaurant and catering

Bar service
Bartender/mixologist
Cabin crew training
Catering
Cooking (restaurant and hotel-type)
Culinary arts
Food and hospitality services
Food serving
Hospitality services
Hotel receptionist training
Hotel services
Hotel- and restaurant programmes
Hotel/motel and restaurant services
Stewardess/steward training
Waiting and bar service

812 Travel, tourism and leisure

Ground crew training (airport)
Guiding, tour leading
Leisure and tourism
Recreation and leisure
Recreation management
Tourism
Tourist trades programmes
Travel agency services
Travel and tourism
Travel services

813 Sports

Bookmaking (horses etc)
Diving (sport)
Football playing
Gymnastics
Jockeying
Physical training (sports)
Sport leadership
Sport trainer training
Sports

Sports coaching
Sports instructor training
Umpires and other sports officials

814 Domestic services

Caretaking, housekeeping, homeservice
Chimney sweeping
Cleaning
Consumer economics
Cooking (home)
Custodian/caretaker
Domestic science
Dry-cleaning
Funeral services and mortuary science
Home economics
Laundry
Needlework (home)
Sewing (home)

815 Hair and beauty services

Barbering
Beauty therapy
Cosmetic services
Cosmetology
Fitness and weight control
Fitness services
Hairdressing
Make-up
Manicure
Massage (beauty)
Pedicure
Salon services (beauty therapy)
Wig making

840 Transport services

Air crew programmes (flying and navigation)
Air traffic control
Aircraft operation
Aviation
Bus and coach driving
Communication (air, railway, road etc.)
Crane operation
Driving programmes
Flying and navigation
Fork-lift driving
Mail operations
Nautical science
Navigation technologies
Postal service
Railway operations
Road motor vehicle operations
Seamanship
Seamen's programmes
Ship operation
Transport programmes
Lorry driving

850 Environmental protection

Air pollution control
Conservation and land management
Ecology
Environmental conservation
Environmental control
Environmental protection
Environmental science

Environmental studies
Environmental toxicology
Garbage disposal
Hygiene, community
National parks and wildlife management
Natural resource use programmes
Natural resources conservation
Noise pollution control
Recycling
Refuse collection
Sanitation, community
Soil and water conservation
Street cleaning
Water pollution control
Water supply (service)
Wildlife management
Wildlife ranger studies

861 *Protection of property and persons*

Civil security
Customs programmes
Diving (professional)
Fire technology
Fire-protection (fire fighting)
Law enforcement
Life guarding
Police work
Policing studies
Prison work
Public security
Security and loss prevention services
Security guarding

862 *Occupational health and safety*

Ergonomics (occupational health and safety)
Health and safety in the work place
Industrial welfare
Job safety
Labour protection
Labour security
Labour welfare (safety)
Occupational health and industrial hygiene
Occupational health and safety
Stress at work

863 *Military*

Army training
Defence studies
Military science

CEDEFOP — European Centre for the Development of Vocational Training

**Fields of Training
Manual**

*Ronnie Andersson, Anna-Karin Olsson
SCB Statistiska centralbyrån (Statistics Sweden)*

CEDEFOP panorama

Luxembourg: Office for Official Publications of the European Communities

1999 — 45 pp. — 21.0 x 29.7 cm

ISBN 92-828-6345-X

Catalogue No: HX-21-99-141-EN-C

Free of charge — 5092 EN —

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Amsterdamer Straße 192
D-50735 Köln
Tel (49-221) 97 66 80
Fax (49-221) 97 66 82 78
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Fields of Training

Manual

At a time when particular importance is attributed to the adequate preparation of people for working life, comprehensive, detailed and comparable information on participation in vocational education and training is a prerequisite for policy makers in order to successfully develop, monitor and evaluate training policies. This is true for the whole range of vocational education and training, from initial vocational training for young people to continuing vocational training for those in employment.

While various data collections have been in place to improve this information base, one aspect of training has been systematically ignored in the past: the information on the subjects learnt. This neglect originated from a simple, but fundamental fact - the lack of an internationally comparable classification on which to found any data collection.

A sub-classification to the ISCED classification by field of education has been created with the double objective of providing more detail and precision, while simultaneously maintaining the logic and structure of ISCED. The new classification concerns 'fields of vocational education and training'; for short, the term 'fields of training' is used.

It is a second and crucial step to ensure the consistent application of the classification across countries. Thus, it is the aim of this manual to offer clear guidelines on how to apply the classification for fields of vocational training.

Ronnie Andersson, Anna-Karin Olsson

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